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17 JUN 1970

MEMORANDUM FOR: Chief, Plans Staff, Deputy Director for Support

SUBJECT : Increased Contract Ceiling

1. This is intended to confirm our discussion of 11 June 1970.
2. We currently have six individuals employed by contract assigned to this Office--one Career Agent and five contract employees. These latter five are: one electrical engineer, one electrician, one maintenance superintendent, and two safehouse employees. The electrical engineer, the electrician and the maintenance superintendent are assigned to the recently established Headquarters Engineering Branch, whose prime mission is to insure continuing and efficient operation of all Headquarters utilities systems necessary to allow uninterrupted functioning of the Agency's Headquarters establishment.
3. Currently we have a contract ceiling of five, and need an immediate increase of one in our contract ceiling to adequately accommodate all of these individuals.
4. Looking to Fiscal Year 1971, we will need an additional increase of at least twenty-one in contract ceiling. Eight "slots" will be used for the conversion of staff employees to Career Agents (two in the Procurement Division Special Project, three at the [ ] and three at the [ ]). Twelve "slots" will be used for contract employees (eight in the Pneumatic Tube function and four for the typewriter repair function). The remaining "slot" will provide us with one vacancy for use in Fiscal Year 1971. This vacancy would be used as a holding device for returnees from the field pending reassignment or for the assignment of a new contract employee while in a training status pending assignment to the field.
5. In summary, we need an increase in contract ceiling of twenty-two--twenty-one known requirements and one vacancy.

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John F. Blake  
Director of Logistics

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